

**From:** [Donn Walters](#)  
**To:** [Patel, Snehal \(CAO\)](#)  
**Cc:** [Carlos Sanchez](#); [Charles Faultry](#); [Garyg Miller](#); [Richard Wooster](#); [Valmichael Leos](#); [Joy Campbell](#)  
**Subject:** RE: CAC Meeting to be Held on August 17, 2011 - Mark your calendars  
**Date:** 08/12/2011 10:33 AM

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Thanks, Richard and I discussed this yesterday and how to accommodate his risk communication efforts along with our more pressing needs of holding the next Community Meeting. Most of the items mentioned below are very consistent with how we conduct some of our formal Public Meetings in the Region. I serve on the agency's ADR Specialists Workgroup and the use of a neutral facilitator is a good idea for this type of broad meeting. We have used several recently at contentious sites that we/HQ could recommend, but it sounds like you have a skilled one identified through the Commissioner's office.

I, too, was thinking about a panel to better facilitate the very wide range.... of comments we keep getting.

▼ "Patel, Snehal (CAO)" ---08/11/2011 04:45:32 PM---Dear Richard, Thank you for your email. Helping your son move to Chicago is a big move. I have 2 yo

From: "Patel, Snehal (CAO)" <Snehal.Patel@cao.hctx.net>  
To: Richard Wooster/R6/USEPA/US@EPA  
Cc: Garyg Miller/R6/USEPA/US@EPA, Donn Walters/R6/USEPA/US@EPA, Charles Faultry/R6/USEPA/US@EPA, Carlos Sanchez/R6/USEPA/US@EPA, Valmichael Leos/R6/USEPA/US@EPA  
Date: 08/11/2011 04:45 PM  
Subject: RE: CAC Meeting to be Held on August 17, 2011 - Mark your calendars

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Dear Richard,

Thank you for your email. Helping your son move to Chicago is a big move. I have 2 young sons and I dread that day (although of course after teenager years, I may think differently).

On SJ, EPA is heading these efforts and we defer to you in terms of what you think is best. I like the idea of what you said about a planning committee. We won't have enough time to get all the details figured out at the CAC and a smaller planning committee (made up of EPA, us, RPs, TCEQ and any member of CAC who wants to participate like HGAC) would help..

From the County's perspective, our request is that we along with the CAC have a contributing role in planning and helping with the meeting while understanding EPA is the lead. And you all seem amenable to that which we appreciate. Moving the date is fine especially with the need you have defined.

We just wanted it sooner to inform the public on the TCRA (with other information out there – e.g. Texans Together held a meeting at Baytown a few weeks ago on TCRA). I can check on the availability of venue at Highlands.

We have brainstormed and we would like to present the following ideas for the CEI meeting ( I had discussed them with Charles, Don, Gary and Val when they were here for CAC last month).

- A. We would like to propose the use of a facilitator. Commissioner Morman with Precinct 2's office has used for their town hall meetings and one that they recommend who is very good. The facilitator would do the introductions, lay out the rules, and manage Q&A and pace and tone of the meeting. It is the neutral person not associated with any of us. After the initial phase, she would handle it over to Donn Walters who could be panel moderator for the presentations.
- B. We propose the following rules: Q&A at the end when folks can come up to the mike. Each person would be handed a notecard at the beginning and asked to jot down questions/comments as they occur during the presentation and then come up during the Q&A. Or if they are shy, hand them to someone who will give them to the facilitator or they can turn them into us for consideration.
- C. We heard some concerns about folks not getting timely notice of the last CEI meeting. We suggest discussing how to get the word out. The CAC members can help with distributing the information as well and having a notice at Highlands.
- D. A 6-6:30 timeslot at the beginning that is a meet and greet. We would set up different exhibits/areas that the public could look through with staff at each exhibit. The exhibits would be in categories such as – Background/History, Short-term Containment, Fish Advisories, Community Awareness (have actual signs, pictures of fencing etc.).
- E. Including the RPs. in the public meeting and presentation (e.g. David Keith). We have talked to them and they are open to this concept and they said so at the last meeting and can help with setting up the exhibits. The work has already begun in terms of what was shared at the last CAC meeting (example of presentations, liner etc.)
- F. Do a dry-run/ plus share slides with planning committee for input.
- G. Discuss issues raised at previous meetings and be prepared with responses. Companies have shared a transcript with you all and us that would be useful for that purpose.
- H. **Proposed Agenda** for actual Two Hour Meeting but start-time of 6 pm for the exhibits and end-time of 8:30 (and can increase if more questions).

- a. Meet and Greet/Exhibits/Informally espond to Questions (6-6:30 pm)
- b. Introductions/Rules by Facilitator (10 minutes)

- c. Moderator – sets up technical panel. Panel provides General Overview/Background/Summary of SJRWP Superfund Site and where we are now (assumed that the person who has walked in knows nothing and these are brief slides that set the stage. David Keith provides an example from the last CAC meeting and we could work off that (10 minutes)
- d. Short-Term Containment (30 mins)
- e. Long-Term Investigation and Remedial Solution (e.g. RI/FS discussion and where are now and this could cover the sampling results, southern impoundments etc) (20 mins)
- f. Discussion on Fish Advisories and Dioxins in the Waterways (we got some questions about what can we eat etc and we would suggest having Tina with TDSHS and Bob Stokes at GBF help with this presentation. They have a good materials that are easy to understand in terms of what to eat where and what fish advisories apply. (10 minutes)
- g. Q&A (40 minutes)

(b, c, and d would be panel with Donn as moderator and Val, Gary and David on the panel).

Let us know what you think and if you would like to meet prior to the CAC meeting or discuss via phone, we would be happy to do that.

Best wishes,  
Snehal

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**From:** Wooster.Richard@epamail.epa.gov  
[mailto:Wooster.Richard@epamail.epa.gov]  
**Sent:** Thursday, August 11, 2011 7:04 AM  
**To:** Patel, Snehal (CAO)  
**Cc:** Miller.Garyg@epamail.epa.gov; Walters.Donn@epamail.epa.gov  
**Subject:** Re: CAC Meeting to be Held on August 17, 2011 - Mark your calendars

Thank you for the information, Snehal. While I had hoped to join this meeting and participate in any discussions of a possible public meeting during September, I will be helping move my son to Chicago for college. At any rate, I believe that Donn Walters and perhaps others

will be in attendance. I do take this opportunity to express my opinion on one narrow issue about which I feel strongly. I understand there is some interest in convening a public meeting on September 8 to discuss the TCRA status. Although I understand the desire to accelerate communication, I believe a better plan would be to delay the public meeting by just 2 weeks (September 22) so that EPA may have additional information to share that will not be available on the 8th. Gary Miller would be able to discuss further the kind of information in question, and the timing of its availability.

I sincerely hope the meeting next week goes well and that the planning group will consider my suggestion.

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Date: 08/10/2011 08:30 PM  
Subject: CAC Meeting to be Held on August 17, 2011 - Mark your calendars

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Please plan on attending the August CAC meeting on August 17, 2011 at 9:30

am. Agenda to fall shortly.

Also, that same afternoon, HGAC will be holding its dioxin meeting also.

Best wishes,

Snehal R. Patel, Chief  
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Harris County Attorney's Office

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